



Sign Permit Application Processing Times

September through October 2019

Initial Complete Review (ICR*) Times in # of Business Days

Sign Permit Type	Description of Work	ACTUAL **		City Target Time
		Median	75% Percentile	
Sign Permits				
Sign 5 Day	Fascia or Free Standing Sign, Face Replacement only – no additional review(s), no encroachment.	1	1	5
Sign 8 Day	Fascia or Free Standing Sign, Face Replacement only – requiring additional review(s) and/or encroachment.	1	1	8
	New Fascia/Projecting/Awning – not requiring engineering, no encroachment.			
Sign 10 Day	New Fascia/Projecting/Awning – requiring engineering, no encroachment.	N/A	N/A	10
Sign 13 Day	New Fascia/Projecting/Awning – with encroachment.	N/A	N/A	13
Sign 15 Day	New Free Standing or Alteration to existing Free Standing – no encroachment.	14	15	15
Sign 20 Day	New Free Standing or Alteration to existing Free Standing – with encroachment.	17	22	20
Sign 30 Day	New Free Standing or Alteration to existing Free Standing – requiring Community Committee plan approval.	N/A	N/A	30
	Billboards.			

** Actual values are reported based on the previous two month time period

* ICR = # of business days required for an initial review of a permit application by all civic departments involved; complete and compliant applications can be issued following the initial review. Applications that are missing information or non-compliant with Codes and By-laws will be placed on hold until the issue(s) are resolved with the applicant.

N/A indicates categories where there were no permits or where the permit volumes were too low to be statistically relevant.